

CONTENTS

Exhibit 42 – Nondiscrimination Notice.....	Page 3
Exhibit 43 – Nondiscrimination/Anti-Harassment Policy 1.02-03.....	Page 6
Exhibit 44 – External Complaint Response Policy 1.11.....	Page 16
Exhibit 45 – External Complaint of Discrimination Form.....	Page 21
Exhibit 46 – Notice Under the Americans with Disabilities Act.....	Page 25

Exhibit 42

Nondiscrimination Notice

The Missouri Department of Natural Resources is committed to principles of equal employment opportunity throughout the Department and equal access to all of its programs, services, and activities. Accordingly, the public, Department employees, applicants for employment, contractors, regulated entities, and all other persons are to be treated equitably and fairly, and not be subjected to harassment, retaliation, or intimidation, regardless of age, ancestry, color, disability, genetic information, military/veteran status, national origin, pregnancy, race, religion, or sex (including sexual orientation and gender identity), or socioeconomic status. The Department complies with all requirements of the Missouri Human Rights Act, Chapter 213 Mo. Rev. Stat., as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination Act of 1975, as amended; and all other applicable laws, regulations, and executive orders.

The Department will provide equal opportunity for all in recruitment, hiring, training, promotion, transfer, compensation, and all other terms and conditions of employment. The Department will make reasonable modifications and accommodations to ensure that all persons have an equal opportunity to participate in, or benefit from, all Department programs, services, and activities. The Department will not grant, deny, or revoke a permit, license, registration, or certification on the basis of any protected category.

The Department will make every effort to provide appropriate auxiliary aids, equipment, and services for the visually or hearing impaired, as well as for persons with language barriers who require alternate means of communication (e.g., qualified interpreters and translators, readers, Braille or large print materials, closed-captioned video programs, American Sign Language, etc.). Individuals who require special services or accommodations to participate in a Department program, service, or activity should make arrangements by contacting the Department as soon as possible, but no later than 48 hours before the scheduled event, if reasonable. Individuals should contact the Department liaison listed for the respective Department program, service, or activity. General inquiries for assistance may be made by calling 573-522-9395 or emailing dnrhr@dnr.mo.gov. Hearing and speech-impaired individuals may reach the Department contact through Relay Missouri at 800-735-2966.

[Notice Regarding the Americans with Disabilities Act](#)

[Grievance Procedure Under the Americans with Disabilities Act](#)

The Department will not place a surcharge on a particular individual with limited English proficiency, with a disability, or any group of individuals with disabilities, to cover the cost of providing auxiliary aids/services, or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons who use wheelchairs. The Department is not required to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaint Procedures

Any person who believes they have been subjected to unequal treatment or discrimination or retaliation by a Department employee or based on a Department policy or practice should report the incident(s) to the contact listed below. Hearing and speech-impaired individuals may reach the Department through Relay Missouri at 800-735-2966.

[External Complaint Response Policy](#)

[External Complaint of Discrimination Form](#)

Misty Hill, HR Manager/Nondiscrimination Coordinator
Missouri Department of Natural Resources
Human Resources Program
PO Box 176
Jefferson City, MO 65102-0176
Telephone: 573-522-9395
Toll-free: 800-361-4827
Email: dnrhr@dnr.mo.gov

Exhibit 43



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

Effective date

March 29, 2002

Revised

September 7, 2018

Number: 1.02-03

The Department of Natural Resources (Department) is committed to providing a work environment in which all individuals are treated with respect and dignity. Employees have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment and retaliation. Therefore, employees of the Department of Natural Resources will treat one another and all those with whom they come into contact during the course of business equitably and fairly regardless of age, ancestry, color, disability, genetic information, military/veteran status, national origin, pregnancy, race, religion, or sex (including sexual orientation and gender identity).

GENERAL PROVISIONS

This policy is designed to ensure that Department employees neither engage in nor are subjected to unlawful discrimination, harassment, or retaliation involving other employees, applicants for employment, or non-employees who interact with the Department (e.g., vendors, members of the public, customers). The Human Resources Program is available to assist employees with, and investigate claims of, unlawful discrimination, harassment, or retaliation.

Employees shall cooperate with internal investigations or investigations with the appropriate authority. The Human Resources Program and other appropriate individuals designated by Human Resources have the authority to conduct such investigations. Employees shall respond truthfully during the course of such investigation.

All Department employees have a responsibility to report any violation of this policy to a manager, supervisor, or the Human Resources Program. All managers and supervisors are responsible for immediate action when any violation of this policy is alleged or occurs, whether or not a written complaint is received. Any supervisor or manager who observes or receives a complaint of this nature shall immediately inform the Human Resources Program, and shall not retaliate against the complainant. A manager or supervisor's failure to take immediate appropriate action may result in disciplinary action.

Individuals who are unsure if their concern rises to the level of unlawful discrimination, harassment, or retaliation should contact the Human Resources Program for advice and options.

Department employees also may report other concerns regarding employees, facilities, or any other aspect of their work environment. Reports should be made to the employee's supervisor. Supervisors should exercise their discretion in addressing employee concerns reported but will



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

Effective date

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Revised

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Number: 1.02-03

involve Human Resources as needed. If the circumstances of the concern make the employee uncomfortable with reporting the concern to their supervisor, the report should be made to a higher level of the employee's supervisory chain or to Human Resources.

Equal Employment Opportunity

The Department of Natural Resources ensures equal employment opportunity without unlawful discrimination or harassment on the basis of all protected categories. All employees of the Department are to have the opportunity to work in an environment free from harassment, unlawful discrimination, and retaliation. The Department of Natural Resources will make every reasonable effort to ensure all employees are familiar with these policies and are aware that complaints alleging violations of such policies will be investigated and resolved appropriately.

Any employee with questions or concerns about these policies should discuss with their chain of command or contact the Human Resources Program.

Discrimination and Harassment

Unlawful discrimination and harassment are strictly prohibited.

Managers and supervisors are prohibited from participating in intimate relationships with their subordinates or with employees involved in a power-differentiated relationship. Employees and supervisors/managers who find themselves involved in situations such as this should promptly report this involvement to their chain of command and/or the Human Resources Director for discussion and appropriate action.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo; and, b) hostile work environment. Sexual harassment may include a range of subtle or not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include (but are not limited to): unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and, other physical, verbal or visual conduct of a sexual nature.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

Effective date

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Revised

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Number: 1.02-03

Although this policy focuses on conduct in the workplace, the policy also covers conduct that may occur outside the actual workplace at conferences, meetings or other extra-curricular events, and through informal contact. If such behaviors occur outside the workplace, but have the purpose or effect of having a negative impact on the employee and/or the workplace, the Department has an obligation to investigate and/or address such incidents.

Harassing conduct can be limited to a single occurrence or to systematic conduct which includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their membership in a protected category. Any harassing material found anywhere on the Department's premises, regardless of whether the perpetrator placed these materials on the premises during work time or used state equipment to do so, may be considered harassing conduct. Additionally, harassing conduct aimed at an employee perpetrated by another employee will be considered harassing conduct, regardless of the type of media used to transmit the harassing conduct (e.g., state owned equipment or personal device).

Retaliation

Retaliation is strictly prohibited.

Any employee who retaliates or attempts to retaliate will be subject to discipline. Managers and supervisors are responsible for ensuring retaliation does not occur. Any individual who believes they have been subjected to retaliation should report such activity to the Human Resources Program and their chain of command.

False Allegations

Employees who make false and/or malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) will be subject to appropriate disciplinary action.

Complaint and Investigation Procedures

Any employee who believes that the conduct of a supervisor, manager, coworker, employee or non-employee constitutes harassing or discriminatory behavior and/or inappropriate conduct as described in this policy has a responsibility to immediately [Report the incident](#)(s). Individuals who believe they have been subjected to or have witnessed such conduct should report the incident(s) to the Human Resources Program and/or their chain of command.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

Effective date

March 29, 2002

Revised

September 7, 2018

Number: 1.02-03

While a complaint may be made verbally to the Human Resources Program or an employee's chain of command, employees are strongly encouraged to submit a written statement on the [Discrimination/Harassment Complaint Form](#) to the Human Resources Program as soon as possible to record all relevant facts. The complaint should be submitted as soon as possible.

Generally, the Human Resources Program will not investigate claims more than 300 days old, consistent with federal law. However, claims that are older than 300 days should still be discussed with the Human Resources Program.

The complaint should include a statement of the specific act of discrimination, the effect on the employee, and all witnesses to the event.

The Department encourages prompt reporting of such complaints or concerns in order for a thorough and timely investigation to occur. A representative from the Human Resources Program will have a discussion with the complainant to determine the extent and nature of the complaint. The Human Resources Program representative may:

- a) Request additional written documentation.
- b) Tape the conversation for transcription purposes.
- c) Determine if the complaint warrants further investigation.

The Human Resources Program representative will interview the complainant, all appropriate witnesses, the individual(s) accused of the alleged act(s), and review documentation provided by all appropriate parties and applicable Departmental records.

The Human Resources Program representative will prepare a written investigative report. The report will contain information relative to witness interviews, documentation of the incident, conclusions based on the evidence, and a recommended outcome. If necessary and appropriate, the investigative findings may be used to determine disciplinary action. This report shall be shared with appropriate levels of management including the Department's legal counsel and the appointing authority. The investigative report or any other documentation gathered during the investigation, as well as any disciplinary or other confidential personnel action taken as a result of complaints made according to this policy, will not be disclosed to any individual without a business need to know.

The Human Resources Program usually will provide the complainant and accused with written notification acknowledging the completion of the investigation, as well as the findings of the investigation.



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Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

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Number: 1.02-03

Language Interpretation and Translation Services

This policy addresses the procedures for the Department to provide interpretation and translation services to limited English proficient (LEP) individuals. Members of the public should have an equal opportunity to benefit from Departmental services. For LEP individuals, language can be a barrier to accessing benefits or services, to understanding and exercising their rights, to following program instructions, or to comprehending other information provided by the Department or federally funded programs. This policy will reduce language barriers so that such persons of LEP are effectively informed and can actively participate in Department programs. The Department shall make LEP contacts with the Department aware that qualified language interpreters can be provided to them free of charge.

When any Department employee receives a request for language services, through any means, the employee should provide the request to the Employee Relations Office (ERO). The ERO will follow up with the individual making the request.

The ERO is responsible for completing language interpretation requests. Once the request is received by the ERO, appropriate arrangements will be made using the Statewide Contract for Verbal Language Interpretation Services.

Please make a request for language or interpretation services at least 48 hours in advance for public notice events. The Department will complete reasonable requests as timely as possible.

The Equal Employment Opportunity Commission and the Missouri Commission on Human Rights

Nothing in this policy prevents any party from pursuing remedies or resolution through local, state or federal agencies or the courts.

The Human Resources Program will serve as the Department's representative in cases filed with the Equal Employment Opportunity Commission or the Missouri Commission on Human Rights.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Complaints of discrimination, investigative reports, recommendations and all investigative materials are considered closed confidential records under Missouri's Sunshine Law.

Investigative files will be maintained in the Human Resources Program.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

Effective date

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Number: 1.02-03

Training and Access to this Policy

It is imperative that all Department of Natural Resources employees recognize discrimination, harassment and retaliation, and understand their responsibilities for reporting and addressing such matters. To assist with these expectations, the following will occur:

- All Department employees will receive training related to this policy every two (2) years, or as otherwise required by the Office of Administration.
- All new employees will receive training related to this policy.
- All Department employees must participate in and attend the prescribed training.
- All Department staff will sign an acknowledgement of receipt of this policy.

All employees shall have access to this policy and procedure. This policy will be posted on the Department's Intranet site. Any supervisor or manager with employees who do not have immediate and regular access to the Intranet are to keep a current copy of this policy in an accessible and central location for those employees to easily obtain and review.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

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Revised

September 7, 2018

Number: 1.02-03

REFERENCES

Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri
Executive Order 10-24
Executive Order 15-04
Missouri Human Rights Act, Chapter 213, Revised Statutes of Missouri
Age Discrimination in Employment Act
The Civil Rights Act of 1964
Americans with Disabilities Act Amendment Act
Genetic Information Non-Discrimination Act
Uniformed Services Employment and Reemployment Rights Act
Pregnancy Discrimination Act
Equal Pay Act
Lilly Ledbetter Fair Pay Act
Section 105.055, Revised Statutes of Missouri

Related DNR Policy

Discipline: 1.08

DEFINITIONS

The following explanations of key terms used in this policy are for general reference purposes only and are not intended as a substitute for any legal definitions nor as an authorization for employees to violate any applicable state or federal law.

Appointing authority: A person with the authority to approve hiring employees and to approve or deny other personnel-related transactions. In the Department, the appointing authority to direct personnel action is the Human Resources Program Director.

Covered Individuals: People who have engaged in a protected activity or are members of a protected category. Individuals who have a close association with someone who has engaged in such protected activity also may be covered individuals.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

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Revised

September 7, 2018

Number: 1.02-03

Hostile Work Environment: When unlawful discriminatory or harassing conduct creates a work environment that would be intimidating, abusive, hostile, or offensive to reasonable people, or has the purpose or effect of unreasonably interfering with an individual's employment. Most instances of hostile work environment involve pervasive harassment that has a cumulative effect.

Other Harassment: Any physical or verbal conduct or actions that are inappropriate in the workplace, are based on the status of a covered individual, and:

- Has the purpose or effect of unreasonably interfering with an individual's work performance;
- Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or,
- Otherwise adversely affects an individual's employment opportunities.

Power-differentiated Relationship: Any supervisor-subordinate relationship in which one employee directly or indirectly supervises another employee or makes decisions concerning another employee's terms, conditions or privileges of employment.

Protected Activity: Opposition to a practice believed to be unlawful. Such opposition includes reporting to your employer or an outside party, usually a regulatory agency with some authority to take action that you believe your employer is engaging in an unlawful activity. One example of protected activity is participation in an employment discrimination proceeding. Participation is protected activity even if the proceeding involved claims that ultimately were found to be invalid.

Protected Categories: Categories of individuals protected by law and/or executive order from any form of discrimination identified as: age, ancestry, color, disability, genetic information, military/veteran status, national origin, pregnancy, race, religion, or sex (including sexual orientation and gender identity).

Quid Pro Quo Sexual Harassment: Behavior that involves express or implied demands for sexual favors in exchange for some benefit or to avoid some detriment in the workplace.

Retaliation: Occurs when an employer takes an action intended to deter someone from participating in a protected activity or against a covered individual because they engaged in a protected activity.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Human Resources

**Non-Discrimination/Anti-Harassment
Policy and Complaint Procedures**

Effective date

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Revised

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Number: 1.02-03

Sexual Harassment: Usually involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can occur if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Unlawful Discrimination: Any unfair treatment based on a protected category.

Exhibit 44

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 1		
External Complaint Response Policy	Effective date January 4, 2021	Revised
Number: 1.11		

This policy addresses the procedures for Department of Natural Resources (Department) employees to respond to external complaints of unlawful or prohibited discrimination by a representative of the Department.

GENERAL PROVISIONS

The Department prohibits harassment and intimidation of, and discrimination and retaliation against any individual by a DNR employee or one of its representatives because of that individual's race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, veteran's status, ancestry, or socioeconomic status.

All external complaints¹ of discrimination, harassment, retaliation, and intimidation must be forwarded immediately to:

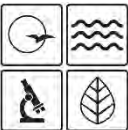
Misty Hill, Human Resources Manager/Nondiscrimination-Coordinator
Employee Relations Office (ERO)
Department of Natural Resources
PO Box 176
1101 Riverside Drive
Jefferson City, MO 65101
Phone: 573-751-7719

This policy is not intended to establish a legal cause of action; rather, it provides members of the public the opportunity to file a complaint with the Department if such individuals believe they have been subjected to unlawful or prohibited discrimination, harassment, retaliation, or intimidation by a representative of the Department. Such investigations are undertaken and completed in contemplation of possible disciplinary action and, in some cases, litigation. As a result, the investigative report and all associated materials are generally considered closed records and may be subject to applicable legal privileges pursuant to Missouri Sunshine Law Section 610.021, RSMo, and other legal authorities.

Complaint of Unlawful Discrimination Defined

For purposes of this policy, a "complaint of unlawful or prohibited discrimination, harassment, retaliation, or intimidation" or a "complaint" is defined as a verbal or written allegation that an external individual has been unlawfully or contrary-to-Department-policy denied or excluded from participation

¹ Employees receiving internal complaints of discrimination are similarly required to report them. Policy and procedures for internal complaints are covered under Department Policy No. 1.02-03 Non-Discrimination / Anti-Harassment Policy and Complaint Procedures.

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 1		
External Complaint Response Policy	Effective date January 4, 2021	Revised
Number: 1.11		

in Department services, or has otherwise been subjected to disparate treatment in the delivery of services, on the basis of any above-mentioned categories.

Department Employee Responsibility for Recording and Reporting Complaints

Department employees who receive verbal or written complaints from any person, including a fellow employee, a member of the public, or any other person, alleging unlawful or prohibited discrimination, harassment, retaliation or intimidation by a Department employee or employees against an external party are responsible for recording the information and providing it to the ERO as explained below. Allegations that are not based on unlawful or prohibited actions should be forwarded through supervisory channels to the appropriate division director or designee for review and action. If the employee receiving the allegations is unsure whether the allegations are based on alleged unlawful or prohibited actions, the employee will contact the ERO for guidance.

Complaints Received in Person

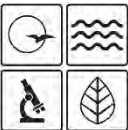
If the complaint is received in person by a Department employee, the employee, if reasonably possible, should provide a copy of the DNR [External Complaint of Discrimination Form](#) to the complainant for completion and return to the employee. The employee is responsible for ensuring that section 1 of the form is completed, either by the complainant or by the employee; completing section 7 of the form; and sending a copy of the form to the ERO as soon as possible. The ERO will follow up with the complainant. If the complainant needs assistance filling out or communicating a complaint due to disability, language barrier, or for other reasons, the ERO will assist the complainant or direct the complainant to the appropriate services.

Complaints received in Writing or Verbally

If the complaint is received in writing or verbally, the recipient of the complaint is responsible for completing, to the extent possible, section 1 on a DNR External Discrimination Complaint Form; completing section 7 of the form; and providing a copy of the form and any written information received by the complainant to the ERO as soon as possible. The ERO will follow up with the complainant.

ERO'S COMPLAINT PROCESSING AND INVESTIGATION PROCEDURE

The ERO is responsible for investigating complaints. The ERO is committed to completing prompt and fair investigations of complaints received. Upon receipt of a complaint, the ERO will contact the complainant to discuss the complaint. The ERO may further: (a) request additional written documentation, (b) tape the conversation for transcription purposes, (c) determine if a complaint warrants further investigation. The ERO will contact other involved parties for their statement(s), and may interview all appropriate witnesses, the individual(s) accused of the alleged act(s), and review documentation provided by all appropriate parties and applicable records. The ERO will prepare a

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 1		
External Complaint Response Policy	Effective date January 4, 2021	Revised
Number: 1.11		

written investigative report. The report will contain information relative to witness interviews documentation of the incident conclusions based on the evidence, and a recommended outcome. Upon completion of an investigation, the ERO will provide the complainant with a written notice that the investigation has been completed. The complainant also will be notified of their right to file a complaint, if applicable, with the appropriate state or federal agency, regardless of the ERO's determination. Copies of the investigation and determination will be provided to the General Counsel's Office and the appropriate division director or designee for review and action, if appropriate.

All Department employees are required to provide requested information and assistance to the ERO during its investigation. If unlawful or prohibited discrimination, harassment, retaliation, or intimidation has occurred, appropriate action will be taken. Employees who are determined to have violated any portion of this policy are subject to disciplinary action, up to and including dismissal. Personnel actions will not be disclosed to the complainant.

POLICY STATEMENT AND POSTING REQUIREMENT

The Department's division directors are responsible for enforcing the Department's commitment to nondiscrimination by affirming the principles of equal access to Department services, programs, and activities. Managers and supervisors are responsible for ensuring the "[Nondiscrimination Notice](#)" is posted in all Department offices and in places conspicuous to all individuals participating in Department services, programs, and activities.

REFERENCES

Titles VI and VII of the Civil Rights Act of 1964 as amended

Title IX of the United States Education Amendment of 1972, as amended

Americans with Disabilities Act of 1990 (Section 504)

Age Discrimination Act of 1975

Missouri Human Rights Act: Public Accommodations, RSMo 213.020

Related DNR Policies

Conduct and Ethics Policy 1.01

Non-Discrimination / Anti-Harassment Policy and Complaint Procedures 1.02

Americans with Disabilities Act Policy 1.05

Discipline Policy 1.08


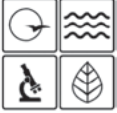
<div>  <div> Missouri Department of Natural Resources Administrative Policies and Procedures </div> </div>		
Chapter 1		
External Complaint Response Policy Number: 1.11	Effective date January 4, 2021	Revised

Exhibit 45



MISSOURI DEPARTMENT OF NATURAL RESOURCES
EXTERNAL COMPLAINT OF DISCRIMINATION FORM

FOR OFFICE USE ONLY

DATE RECEIVED

The Missouri Department of Natural Resources (Department) provides services, programs, and activities on a nondiscriminatory basis. Disparate treatment, harassment, retaliation, and intimidation because of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, veteran status, ancestry, or socioeconomic status is prohibited. If you believe that you have been treated unfairly due to your membership in one or more of these categories, you may file a complaint with the Department by completing this form and returning it to:

Missouri Department of Natural Resources
Misty Hill, Human Resources Manager/Nondiscrimination Coordinator
Office of Employee Relations
P.O. Box 176
Jefferson City, MO 65102-176
Phone: 573-522-9395 or 800-361-4827
Fax: 573-751-1834
dnhr@dnr.mo.gov

1. COMPLAINANT INFORMATION

NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER WITH AREA CODE

ALTERNATE NUMBER WITH AREA CODE

EMAIL

COMPLAINT INFORMATION

2. Do you believe that the difference in treatment was based on:

☐ Race ☐ Color ☐ Religion ☐ Sex ☐ Sexual Orientation ☐ Gender Identity ☐ National Origin
☐ Age ☐ Disability ☐ Veteran Status ☐ Ancestry ☐ Socioeconomic Status ☐ Retaliation ☐ Intimidation

3. Describe the factual circumstances of what occurred that you believe demonstrates that the Department treated you differently than other individuals. Identify the date the incident(s) occurred. Please be as specific as possible and use additional sheets, if necessary.

Explain why you believe your membership in one or more of the categories listed in Question 2 was the reason for the difference in treatment. Please use additional sheets if necessary.

4. Provide the name of the Department of Natural Resources division, program and/or person(s), if you know, who is responsible for the alleged difference in treatment

Division _____ Program _____

Address _____

Name(s) _____

5. Did you report what happened to you to anyone at the Department of Natural Resources?

☐ Yes ☐ No

If yes, please provide the name of the person(s) you talked with, the date of your report, and the information you provided to that person.

6. Do you know of anyone else who was treated in the same manner as you, or anyone who witnessed what happened to you?

☐ Yes ☐ No

If yes, provide the name of the person, their address and telephone number, and a summary of what happened to them, if you know.

7. THIS SECTION TO BE COMPLETED BY DEPARTMENT PERSONNEL ONLY		
DEPARTMENT EMPLOYEE NAME RECEIVING COMPLAINT	JOB TITLE	WORK TELEPHONE WITH AREA CODE
DIVISION	WORK LOCATION	COUNTY
DATE COMPLAINT RECEIVED		DATE FORM PROVIDED
SUPERVISOR SIGNATURE		DATE
GENERAL DESCRIPTION OF DISCUSSION WITH COMPLAINANT (ATTACH ANY WRITTEN COMPLAINTS)		

Nondiscrimination Notice

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[Notice Regarding the Americans with Disabilities Act](#) [Grievance Procedure Under the Americans with Disabilities Act](#)

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Misty Hill, Employee Relations Manager / Nondiscrimination Coordinator
Office of Employee Relations
Missouri Department of Natural Resources
Human Resources Program
PO Box 176
Jefferson City, MO 65102-0176
Telephone: 573-522-9395
Toll-free: [800-361-4827](tel:800-361-4827)
Email: dnrhr@dnr.mo.gov

This policy shall be posted in a conspicuous place, accessible to all participants in DNR services, programs, and activities.

Exhibit 46



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Missouri Department of Natural Resources will not harass, intimidate, discriminate, or retaliate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: the Missouri Department of Natural Resources does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: the Missouri Department of Natural Resources will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Missouri Department of Natural Resources programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: the Missouri Department of Natural Resources will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are generally welcomed in the Missouri Department of Natural Resources offices, state parks, or historic sites, even where pets are generally prohibited, unless such accommodation would fundamentally alter the nature of the Department's programs or services, or impose an undue financial or administrative burden on the agency.

Accommodations: Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Missouri Department of Natural Resources, should contact the office of either Misty Hill or Mike Sutherland as soon as possible but no later than 48 hours before the scheduled event:

Misty Hill, Human Resources Manager/ADA Co-Coordinator
Department of Natural Resources
PO Box 176, 1101 Riverside Drive
Jefferson City, MO 65102
PH: (573) 751 - 7719

Or

Mike Sutherland, Director/ADA Co-Coordinator
Division of State Parks
PO Box 176, 1101 Riverside Drive
Jefferson City, MO 65102
PH: (573) 751-2123

The ADA does not require the Missouri Department of Natural Resources to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Missouri Department of Natural Resources is not accessible to persons with disabilities may be submitted by completing the External Complaint of Discrimination form, and should be directed to either ADA Co-Coordinator Misty Hill or Mike Sutherland at the above address and/or phone number.

The Missouri Department of Natural Resources will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.